

Boxborough Building Committee

A. MEMBERSHIP

The Board of Selectmen ("Board"), after consultation with the Finance Committee ("FinCom"), shall establish a Boxborough Building Committee (hereinafter referred to as the "BBC") to be comprised of seven (7) voting members who shall be individuals residing in and being registered voters of the Town of Boxborough. The Board shall appoint two (2) members each from the Board and the FinCom to the BBC, which will be chaired by a Board member and co-chaired by a FinCom member. One voting member shall be appointed from each of the Planning Board, Conservation Commission, and Council on Aging. Each voting member shall have one vote. A quorum shall consist of four voting members..

Alternate members may be appointed for the purpose of making quorum or casting a proxy vote in the stead of the principal member if such member is unable to attend.

Non-voting at-large members may also be appointed. In such case the Board shall consider, but are not required, to appoint individuals who, by reason of their current or prior background in such fields as construction, architecture, engineering, or other relevant experience, have special knowledge and skills to assist the BBC in evaluating and recommending sites, consulting with architects, obtaining plans, specifications, costs and project oversight for the construction, reconstruction, adaptive reuse or demolition of municipal buildings.

The Building Inspector, The Town Administrator, Police Chief, Fire Chief, Director of the DPW and other non-residents may, at the discretion of the Board, serve as non-voting ex officio members of the BBC. Members of the BBC shall serve for a term of one year and meet at designated dates, times and locations that are convenient to its members and will promote public participation.

B. CHARGE

The BBC shall be responsible for: gathering input from the department heads, citizens, users and potential users; assessing needs; reviewing conceptual designs; acting in an advisory capacity; and making specific, detailed recommendations including cost projections with respect to any facility or building construction or renovation that the committee deems necessary in order to meet the needs of the Town of Boxborough for Public Safety and Public Works. This responsibility shall encompass the Fire Department, Police Department, and Department of Public Works. In formulating its recommendation, the committee's work shall include, but not be limited, to the following:

1. Review condition of existing public safety and DPW facilities in order to assess their present condition and ability to meet current and anticipated needs, taking into consideration all relevant regulatory requirements, as well as anticipated demands for a period of not less than twenty years.
2. Review all previously created feasibility studies or other analyses and consult with previously retained Architects, the sponsoring Departments, the Board of Selectmen, and the Finance Committee on the development of conceptual and schematic plans to meet the needs identified above.
3. Review, analyze, and advise with respect to the best location(s) for Safety and Municipal Facilities, taking into consideration the services that need to be provided, the existing facilities, and the availability and cost of acquiring and/or preparing other suitable sites.
4. Gather and review relevant municipal building data from comparable towns.
5. Advise with respect to the proposal of design plans and specifications for any building or facility project and assist in the selection of Architects, Project Managers and General Contractors for any

proposed project.

6. Develop and recommend a coordinated approach for the renovation, construction or demolition of any building project so as to minimize disruption of work flow, and/or loss of Town services, while at the same time maximizing the protection of employees if they are to remain in the building(s) under renovations.

7. Conduct and include an assessment regarding energy efficiency and the viability of renewable energy considerations with respect to any facilities being evaluated.

8. Provide periodic reports no less frequently than quarterly to the Board of Selectmen at regularly scheduled Monday night meetings.

9. Prepare and present its recommendations to the Board and report at Town Meeting with respect to those recommendations as requested by the Board.

C. CONDUCT

All meetings are to be held in a public location, properly posted and open to the public in accordance with the Massachusetts Open Meeting Law. Minutes of each meeting shall be prepared and approved by the BBC within thirty (30) days of any meeting, distributed to the Board of Selectmen, and posted on the Town's website. Members shall comply with the Conflict of Interest Law.